

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION JOB OPPORTUNITY OFFICE ASSISTANT (DURATIONAL)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral Transfer and Candidates on a current examination list

Location: Department of Emergency Management & Homeland Security (Recovery Unit), Hartford

Job Posting No's: 107966 & 107967

Salary: \$38,552 - \$50,582 (New hires to state employment start at the minimum salary).

Closing Date: Friday, April 25, 2014

Position End Date: February 28, 2015 (Position may be extended beyond the end date if needed in

conjunction with availability of funds).

Both Office Assistant temporary positions will be assigned to the DEMHS Recovery Unit and will assist with the full range of clerical functions associated with critical FEMA disaster Public Assistance (PA) funding received. Duties will be assigned by the Disaster Recovery Unit supervisor, and will include interaction with unit staff, regional offices, public entities, Tribal Governments and certain Private Non-Profit Organizations.

Preferable candidate: Ability to read and interpret complex instructions; ability to work in a fast paced office environment; posses oral and written communication skills and interpersonal skills; experience with Microsoft Office; experience with using office equipment (printers, scanners and fax machines).

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the Office Assistant or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer and promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by * **Friday, April 25, 2014, close of business** to:

The Department of Emergency Services & Public Protection 1111 Country Club Road, Middletown, CT 06457-9294 Attn: Denise Shelton, Human Resources Associate Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer